

Kalkaska County Board of Commissioners
Committee Meeting Minutes
April 11, 2018
(UNAPPROVED)

The following meetings are held in Commissioner Chambers, Admin Building, 605 N Birch Street, Kalkaska, MI

Judiciary & Public Safety: 9:00 AM

Meeting called to order by Committee Chair Sweet at 9:03 AM. Present Commissioners James Sweet, Truman Bicum, David Comai and County Clerk Deborah Hill.

Public Input: None

Appointments:

EMS Manager Mike Thompson: Thompson addressed Committee noting status of communications with schools, Commission on Aging, law enforcement, pending emergency drills. Discussion.

Sheriff Pat Whiteford: Whiteford addressed Committee regarding status of building access and emergency drills.

Public Input: None

Meeting adjourned at 9:27 AM.

Health and Welfare: 10:00 AM

Meeting called to order at 10:02 AM by Committee Chair Comai. Present Commissioners David Comai, Patty Cox, James Sweet and County Clerk Deborah Hill.

Public Input: None

Appointments:

Commission on Aging Director Jodi Willison: Willison addressed Committee noting Live Well program status; review of changes with Home Delivered Meals; upcoming events. Discussion.

Library Director John Roberts: Roberts addressed Committee (copy of March Directors report filed with Clerk; noted status of programs, resources, grants and patron use.

Public Input: None

Meeting adjourned at 10:44 AM.

DPW: 11:00 AM

Meeting called to order by Committee Chair Bicum at 11:00 AM. Present Commissioners Truman Bicum, Stuart McKinnon, Craig Crambell and County Clerk Deborah Hill.

Public Input:

Ryan Williams: Williams addressed Committee regarding status of fees for use of county ball fields and Kaliseum; requested continued review of the swim program; advised he attend the Parks and Rec Committee as he was directed, Kaliseum Director presented an acceptable plan which was not considered. Discussion. (Commissioner McKinnon noted Board actions over the past several months (starting in from 2015) with the review of the approved fees for county

grounds, etc., noted Board had moved forward with review of fee requests due to immediate needs of user groups scheduling)

Denise Kelly: Kelly inquired of who the Parks and Recreation Committee Members currently are. (members were stated)

Appointments:

Recycle Manager, Josh Hoppe: Hoppe addressed Committee noting status of parking lot repairs. Discussion.

Soil Conservation, Mark Randolph: Randolph provided April report. (Copy filed with Clerk) Discussion.

Parks and Recreation Committee, Deb Ball-Odeh and John Rogers: Ball-Odeh and Rogers addressed Committee regarding concerns with communications between the Board and Committees, requesting direction the Parks and Rec Committee is expected to work; review of letter and minutes of 3-28-2018 from Parks and Recreation. Lengthy discussion. McKinnon noted Board review of options to fee review; noted misuse of county facilities led to Board action. Rogers noted concern with matters Parks and Rec would consider for review being handled by Board without input from Parks and Rec; noted the need for clear definition of Parks and Recreation responsibility; noted concern with the revamp of the filed fees; discussion regarding the continued review; noted 1 or 2 volunteers oversee the fields to assist the youth players; noted fields should be available to the tax payers; noted field fee of \$12.00 (Crambell noted fees originated from original fee schedule 2006). Rogers noted concern with lack of feedback when Board denies recommendations. Discussion; Rogers advised request for written documentation from Board as to expectations for Parks and Recreation Committee; noted Kaliseum, Horse Project and 4-H are circumventing the Parks and Recreation Committee process. McKinnon noted review of Rugg Pond and Log Lake Campground was intended to be part of the oversight along with the county recreation area. Discussion. Rogers noted request for clarification, for communication back if the Board does not approve recommendations from Parks and Rec; McKinnon noted DPW could provide a list of items Parks and Rec has been requested; Rogers noted request of a list of the facilities the Board expects the Parks and Rec Committee to review; Crambell noted current review of Log Lake Rules. Discussion regarding costs of facilities. Rogers noted recommendations from 3-28-2018 minutes for Board approval; discussion regarding Fair scheduling, noted lease agreements. Review of Motion #6 from minutes. **Consensus to Motion to allow the Fair to rent the arena for the Spring Fling Derby event, April 28, 2018, based on the current fee schedule, with a 50% discount for being residents, an additional 15 % off for investing at least \$1,000, for a total of 65% discount, bringing the rate to \$42.00, and that this be retroactive to 1-1-2018, to encompass the rental of the arena, at full cost, in January.** Discussion regarding Motion #5 from the Parks and Rec Committee. Crambell noted intent of fees are to obtain revenue to assist with costs, not make profits of fairgrounds. Rogers noted Parks and Rec should not oversee the Kaliseum as that is the Directors job. **Consensus to Motion to authorize the Fair to schedule the fairgrounds area July 18 thru 31, 2018, with fees to be determined at a later date.** DPW will submit a cost schedule for Parks and Rec to review.

Kaliseum Director Krzysztof Oliwa: Director addressed Committee noting monthly report (Copy filed with Clerk); noting status of current programs; upcoming events; IT report and needs; request for event manager position (to go to Personnel). Discussion regarding Pickelball group concerns with payment/monitoring, moving back to the Kaliseum; Oliwa noted all fee/program request are brought to the Board. Oliwa noted status of marketing and promotion of county facilities. Oliwa noted retroactive pay request for employee Torrey of \$600.00; discussion; noted prior discussion when new position approved and Board agreed to review at a later date. **Consensus to Motion to approve the retroactive pay to Nicky Torrey of \$600.00 for new position.** Oliwa reminded to follow up on insurance for Trigger Boxing to be provided by 4-18-2018 meeting; Commissioner Bicum to present document. Meeting recessed at 1:03 PM. Meeting reconvened at 4:07 PM. Present Commissioners Bicum, Crambell and McKinnon.

Log Lake Caretaker Kelly Ramsey: Ramsey addressed Committee noting plan for park opening (noted weather may be of issue) and noted review of camp fees (noted no reservations for 2019 due to review of rules). Discussion, noted potential for scheduling of music events; noted any donations to be deposited with County Treasurer. Discussion, consensus for Ramsey to meet with Commissioners Bicum and Comai to prepare a proposed revised fee schedule and rules, with intent to approve at 4-18-2018 meeting. Discussion regarding additional services and signage to the park.

DPW Supervisor Mayor Bole: Bole addressed Committee noting status of contracts for natural Gas; DHD and CMH lease agreements pending review by Accountant; lighting bids pending; carpet bids pending and preparing for summer projects. McKinnon requested Bole to review budget and provide an approximate cost (including from user groups) and use of county recreation properties. Discussion regarding reported volunteer hours and calculations; Committee noted request from Parks and Rec; noted DPW may need to assist with calculations and request user groups to provide documentation of investments. Review of packet provided by Fair Board; noted review of the 1994 and 2007 agreements; noted non-compliance by Fair of agreement with agreements rescinded in January 2017. **Consensus to Motion to authorize the Kaliseum to schedule the Fair dates at the fairgrounds area that is available from July 18 through July 31, 2018.**

Consensus to Motion to approve the Log Lake Fee Schedule (not to affect those that have preregistered) to be effective 5-1-2018: no monthly/weekly fees; per day \$20.00 for rustic; \$25.00 with electric; \$27.00 for full hook up.

Discussion regarding pending needs for review of fee schedules, noting no Parks and Rec meeting until May. Crambell noted formula was good for reductions, but the county should not profit. Consensus to schedule Special DPW meetings on 4-16-and 4-17, 2018 to review new fee schedules and Log Lake Rules.

Public Input:

Deb Hill: Hill noted her involvement with Kalkaska Horse Project, noted concerns with inaccurate information on social media; reminded Committee that Horse Project agreement

has been in place for several years, that it has always been reviewed and approved at a public BOC meeting with unanimous Board approval, KHP provides an annual financial report as required by the agreement and pays the percentage back to the county in addition to having their own electrical meter and well. Hill noted a prior Board reviewed moving the Fair and Horse Project to a different county grounds location, as to why the Horse Project requested to enter into an agreement with the county to move forward. Hill noted if the Parks and Rec Committee has requested to eliminate the Kaliseum from their process, that the Board consider the same with the Horse Project due to the years of compliance with the county.

Meeting adjourned at 5:44 PM.

Personnel: 1:00 PM

Meeting called to order by Committee Chair Crambell at 1:07 PM. Present Commissioners Craig Crambell, Kohn Fisher, Patty Cox and County Clerk Deborah Hill.

Public Input: None

Appointments:

Sheriff Pat Whiteford: Whiteford addressed Committee regarding 2 vacancies. Discussion.
Consensus to Motion to approve Resolution 2018-16 to lift the hiring freeze for the Sheriff to fill the Full-Time Corrections vacancy. Consensus to Motion to approve Resolution 2018-19 to lift the hiring freeze for the Sheriff to fill a Part-Time Bailiff position.

Whiteford requested Personnel to finalize the longevity review with the non-union policy. Whiteford noted status of absence of corrections staff; pending review.

COA Director Jodi Willison: Willison addressed Committee regarding a site manager vacancy.
Consensus to Motion to approve Resolution 2018-17 to lift the hiring freeze for the COA Director to fill the COA Part-Time Site Manager vacancy. Willison noted Resolution for LPN position may be requested in May. Discussion regarding cleanup after new construction; Willison to review with DPW Supervisor Bole.

Kaliseum Director Krzysztof Oliwa: Oliwa addressed Committee noting need to review front desk full time position to change duties to encompass event management and planning. Oliwa noted growth at the Kaliseum constitutes filling the event manager position. Discussion and review of job description; review of county policy #320; noted current full-time front desk to have added responsibilities and full-time front desk position ends. Committee noted position has been vacant; funding is in the wage budget. Discussion regarding upcoming events, contracts and scheduling of the fairgrounds including concession stand. Discussion regarding minimal applicants for positions/vacancies; advertising; noted importance of cross-training and duties. **Consensus to Motion to approve Resolution 2018-20 to lift the hiring freeze for the Kaliseum Director to fill the Full-Time Event Manager vacancy (with complete calculations).** Oliwa to obtain calculations from Clerk's office.

Public Input: None

Meeting adjourned at 2:00 PM.

Finance: 2:00 PM

Meeting called to order by Committee Chair Cox at 2:05 PM. Present Commissioners Patty Cox, Kohn Fisher, Stuart McKinnon and County Clerk Deborah Hill.

Public Input: None

Appointments:

Sheriff Pat Whiteford: Whiteford noted requested Budget Amendment for fingerprint fees. McKinnon requested information of a Sheriff gun auction. Sheriff noted evidence guns will be auctioned by bidding process pending review of FFL. Discussion. Whiteford noted public tours will commence to assist with jail needs.

1st National Pay Solutions, Mike Digiovanni: Request to provide an ATM machine at the Kaliseum.

Deputy Treasurer Arlette Papcun: Papcun noted concerns of County Treasurer regarding ATM.

Discussion and review of proposed ATM agreement. Review of county's liability with machine and/or money; noted customers' needs; noted a designated phone line would be needed. Digiovanni noted agreement fees would be waived. Committee noted contract and liability would need to be reviewed by counsel and MMRMA; discussion regarding advertising.

Consensus to Motion to move forward with review of the cost and benefits to the county of placing an ATM machine at the Kaliseum.

Accountant Corinna Hervey: Hervey addressed Committee regarding overage report and Budget Amendments. Committee inquired of Prosecutor's office overtime. Budget Amendment 0014 to be corrected to account # 101-229-933.100; 0016 corrected to note Civic Center (not Log Lake).

Consensus to Motion to approve Budget Amendments 2018-0012 through 0017, 0014 and 0016 as amended.

Discussion with Hervey regarding debiting utilities to COA, difference from last year to this year, for use of Civic Center, December thru April. Cox noted bill of question from 4-10-18 Finance meeting were explained.

Consensus to Motion to pay monthly bills as presented.

Hervey reviewed overages including court travel (pending review by Court Administrator), AT&T expenditures; noted pending review of both and credit by AT&T.

Discussion regarding review of stipends and duties to dept heads and employees for annual review; **consensus to Motion to send memo to Department Heads and/or employees regarding stipends and duties for annual review.**

Public Input: None

Meeting adjourned at 3:00 PM.

County Affairs: 3:00 PM

Meeting called to order by Committee Chair Fisher at 3:06 PM. Present Commissioners Kohn Fisher, Craig Crambell, Stuart McKinnon and County Clerk Deborah Hill.

Public Input: None

Appointments:

IT Report: Tabled

TNT, Lt Kip Belcher: Whiteford addressed Committee requesting TNT representative MSP Lt. Kip Belcher to review financial information as requested by the Board. Belcher noted TNT history which commenced in the 1990's in conjunction with grant funds (noted last By-Law agreement was in 2009/10, currently reviewing), Interim Local Agreement also in place (Belcher will provide a copy to Committee); noted counties and municipalities involved; reviewed use of funds and revenues; noted recent involvement of medical marihuana has increased activity. (Report filed with the Clerk) Discussion. Belcher noted the need for monetary assistance from members of TNT. Discussion regarding budget options, economy since 2008; TNT financial review process; how costs are covered by current members and current review of services.

Sheriff Pat Whiteford: Whiteford addressed Committee regarding IT and telephone requests for Kaliseum and COA; receipt of prices from SunTel for eleven (11) Commission on Aging of \$5500.50, as requested by the COA Director, Whiteford will forward to COA for their review. Whiteford advised Kaliseum needs for connecting to the county of \$7788.90; 3 additional computers at \$1100.00 each; upgrade to the telephone system of \$12,346.77 (noted 34 phones and elimination of charter). Whiteford noted IT was not budgeted for this amount; also noted some phones are mandated, ie: pool area. Discussion, options and need for comparison with current expenses; noted pool phone to be installed as required. Whiteford will provide expense report. AT&T; Whiteford noted continued communications with MIDEAL credit pending.

Whiteford reported on status of feasibility study with counsel of Animal Control millage with 3rd party consideration.

Whiteford noted 911 Resolution for sharing of viper services pending, if received he will forward to Clerk for agenda 4-18-2018. **Consensus to Motion to approve Resolution for 911 if received.**

Meeting recessed at 3:05 PM. Meeting reconvened at 6:04 PM.

Chair Fisher called for DDA boundary review. McKinnon noted review of the MAP and DDA Plan description does not show the county property in the district; consensus McKinnon to review with counsel; Clerk to forward documents to counsel for review.

Fisher noted DEQ memo regarding installation of a deck and seawall in Bear Lake Twp.

Chair Fisher reviewed MSU communication regarding usability for technology, providing government projects; Clerk to contact IT provided to determine if the county is required to provide and if so, are we compliant.

Fisher noted MPSC Application for expansion of Frontier Communications with a public comment period by 5-11-2018.

Review of Animal Control Millage, pending review of outsourcing with counsel; consensus to propose millage at the current amount.

Public Input: None

Meeting adjourned at 6:32 PM.

Respectfully submitted:

Deborah Hill, Kaskaska County Clerk and
Clerk of Board of Commissioners

Stuart McKinnon, Chair of
Kaskaska County Board of Commissioners

These minutes are not official until they are approved at the next Regular Board of Commissioners meeting.